

Interface Identification

NC E-Procurement Service Job Aid-System Navigation

of interest

including Help Desk

To login, type this URL The Menu Bar provides direct Allows users to access to the File Edit View Favorites Tools Help review requests rch 📦 Favorites 🥶 History | 🖏 🗸 🚑 🕡 - 🗐 🔾 🖙 🙎 Homepage. requiring their Logout, © * Messenger 11 * Y! Bookmarks 22 My Yahoo! * 27 * Yahoo! ± 11 Finance * 22 Y! Mail * ⊘ News approval Preferences, and enylon Welcome A. McInnis last visit 6/19/2001 3:29 PM **Toggle Tips** Approve Allows users to Needs Approval check the status Approve Allows users to of a request in Approved acknowledge Denied progress Create receipt of Status eRequisition requested item Saved Searches E-Procurement Service System Searches Explore Catalogs Allows users to Report Welcome to North Carolina's E-Procurement Service create a new Saved Reports Create eRequisition or Allows users to Charges **eQuote** locate and organize requests **Purchasing Sites of Interest** The Shortcut Purchase & Contract IT Procurement Menu provides Vendor Link Help Desk links to screens Links to and status purchasing sites information Call us at 1-888-211-7440

Or email us at ephelpdesk@ncmail.net



Terms and Reports

Navigation Terms and Icons

HUB Icon: Shows if a supplier is a historically underutilized business.

Button: "Clickable" square on the website used to perform functions.

Checkbox: A field is a checkbox only if a checkmark is entered into the field.

Drop-Down Arrow: Located next to fields, this is used to select an option from a list of choices.

Field: Fields are used to enter information.

Additional Choices Icon: Links to a screen that offers more choices for a particular field.

Shopping Cart Icon: Items you select to purchase are stored in the "shopping cart" until your order is completed.

Distributor Icon: Brings up a list of distributors able to fulfill orders for a particular item.

Recycled Icon: Shows if product is made of or contains recycled goods.

Contract Icon: Allows user to view the contract with a particular supplier.

Calendar Icon: Links to calendar where user can select a date.

Standard System Reports

NC E-Procurement Service

Job Aid-System Navigation

Requisition Reports

Requisition Detail

Requisition Summary

Commodity Details

Requisitions to be Approved

Order Reports

Order Summary by Supplier

Return on Investment Reports

Requisition Average Cycle Time Analysis

Requisition Volume Over Time

Catalog vs Non-Catalog Items

Receiving Reports

Items Received

Overdue Orders

Orders Due Soon

Items not yet Received

Please see Reports section of training manual for definitions of these standard reports

























